

STATE CONTROLLER'S OFFICE
PERSONNEL/PAYROLL SERVICES DIVISION
P. O. BOX 942850
Sacramento, CA 94250-5878

DATE: September 25, 2017 LEAVE ACCOUNTING LETTER 17-008

TO: All Agencies in the California Leave Accounting System (CLAS)

FROM: Debra Spellman, Chief
Personnel/Payroll Services Division

RE: **NEW BENEFIT AND TRANSACTION CODES FOR HOLIDAY CREDIT**

The State Controller's Office CLAS Unit is announcing new Holiday Credit benefit and transaction codes. The new benefit and transaction codes are effective as of the September leave period.

The Holiday Credit (HC) benefit has two new transaction codes:

| <u>Tran Code</u> | <u>Name</u> |
|------------------|-------------------|
| RD | EARN – HOL ON RDO |
| SH | EARN – STATE HOL |

Departments should post Transaction Code RD to Leave Benefit HC when a holiday falls on an employee's Regular Day Off (RDO). Post Transaction Code SH to employees who receive credit on a monthly or quarterly basis, such as 7K Exempt Fire Captains in Bargaining Unit 06, 7K Firefighters in Bargaining Unit 07, and Bargaining Unit 12 and 13 employees.

Continue to use the following transaction codes with HC, which were renamed for clarity and consistency:

| <u>Tran Code</u> | <u>Name</u> |
|------------------|-------------------|
| 09 | EARN – IN LIEU PH |
| 12 | EARN – HOL ON SAT |

Use the new Leave Benefit, "Holiday Credit – Work on Holiday (HT)," for tracking the 8 hours earned (or prorated amount), as well as the straight or premium rate earned for working on a holiday. Leave Benefit HT has the same usage transactions as HC, and has the following Earn transaction codes:

| <u>Tran Code</u> | <u>Name</u> |
|------------------|------------------|
| 06 | EARN – STRT RATE |
| 07 | EARN – PREM RATE |

Transaction Code WK was added to the Holiday Informal Time Off (HI) benefit, in accordance with holiday policy for Work Week Group E/SE employees who work on the holiday.

Transaction Codes 06 and 07 listed above are the same codes currently used with the CT Leave Benefit; however, they were renamed for consistency with the new Earn transaction codes. Transaction Code 07 is a premium rate transaction and will calculate hours earned at 1.5 times the amount entered for the HT benefit, just as it does for CT. Users should post Transaction Codes 06 and 07 in accordance with the bargaining unit contract language regarding Regular vs. Premium Holidays, as well as the rules governing the various Work Week Groups, Alternate Work Weeks, Class Codes, and the calculation of overtime.

Please refer to the Department of Human Resources (CalHR) new section of the Online Human Resources Manual, Holiday Guidance – 1712 for information on Holiday Credit:

<http://hrmanual.calhr.ca.gov/Home/ManualItem/1712>

Regarding holiday policy for employees in Bargaining Units 10 & 16, who receive Administrative Time Off (AT) for working on the holiday, it is not possible to post the Earn transactions to the AT benefit, since it is not an Earned benefit. Instead, key the Use (01) transaction code to the AT benefit (AT01) once the employee has taken the hours.

Since the above transaction codes will accommodate all types of hours earned for Holiday Credit, the Earn transaction (Tran Code = 05) for the HC benefit has been discontinued. The September leave period will be the final leave period to which HC05 may be posted. Attempting to post an HC05 transaction to the October leave period will result in an error message of “Invalid Benefit and/or Trans Code.”

Updated Job Aids are available on the CLAS Unit website at the following link: http://www.sco.ca.gov/ppsd_clas_ref.html. For questions regarding Holiday Credit policy, please contact the Department of Human Resources, Personnel Services Branch at (916) 323-3343. If you have questions regarding the new benefit or transaction codes, please contact the Leave Accounting Liaison at (916) 327-0756.

DS:JMH:CLAS